

7 July 1954

MEMORANDUM FOR: Chief, Classification and Wage Division, Personnel Office

25X1A9a SUBJECT : [REDACTED] - Promotion Recommendation

1. Pursuant to your recent discussion with [REDACTED] of this 25X1A9a Office, I have obtained additional information regarding the present and prospective duties of [REDACTED], the Special Services Officer at 25X1A9a  
25X1A6a [REDACTED] His duties currently consist of the following:

a. Responsible for the processing of all temporary duty personnel including students entering and leaving the training Site. This includes briefing, other than security briefing, and all household and messing arrangements. It also includes supervision of the char force of eight persons who service the barracks.

b. Responsible for the handling of incoming and outgoing mail with particular reference to maintaining security, student aliases and pouching.

c. Responsible for the administration, dispatching, and scheduling of the plane which serves as the main communication between headquarters and the base. It should be emphasized that this function requires the most delicate handling and a high degree of security consciousness, particularly because of the cover requirements.

d. Responsible for the assignment of covert vehicles used on operational problems, both on the base and within a radius of 100 miles. Here, again, it should be emphasized that delicate handling of these vehicles is necessary in order to maintain student and base cover.

25X1A9a 2. The following additional duties are being transferred to [REDACTED]

a. Supervision and administration of all telephone facilities on the base except the maintenance of telephones.

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b. Administration of all vehicular facilities on the base except that in direct support of the maintenance and labor groups.

c. Management of the student recreation hall and the bar facilities therein. This includes provision of supplies and administration of the funds of the hall.

d. Administration and supervision of the base swimming pool and all other recreational facilities on the base.

25X1A9a 3. I have observed [REDACTED] for approximately three years and am confident that he is a conscientious, sincere, and loyal officer of this Agency. In the early days of the development of [REDACTED] 25X1A6a  
25X1A9a [REDACTED] primary responsibility was supervision of the rehabilitation and renovation of some twenty-two sets of quarters on the base. He also voluntarily assisted other units in the administrative and support side of the activity in getting their organizations established and functioning. During this development stage, there was less emphasis on formal organization and definition of responsibilities than on the general collective effort to get the base in operation. This practical consideration, it seems to me, is important in an analysis of [REDACTED] past situation.

25X1A9a 4. As you know, his present duties have been assigned to him gradually over the past several months and he has carried them out in a highly satisfactory manner. In view of the local cover problem, the overall security factors, and the scope of activities at this base, I feel [REDACTED] job is something more than that of the average Special Services Officer.

5. I strongly urge favorable consideration of our promotion recommendation.

[REDACTED]

MATTHEW BAIRD  
Director of Training

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